



STATE TREASURER'S OFFICE CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	STATE TREASURER'S OFFICE	RELEASE DATE:	Tuesday, November 10, 2009
POSITION TITLE:	PENSION INVESTMENT OFFICER	FINAL FILING DATE:	Tuesday, November 24, 2009
CEA LEVEL:	CEA 1	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 6,173.00 - \$ 7,838.00 / Month	BULLETIN ID:	11102009_4

POSITION DESCRIPTION

On behalf of the State Treasurer, the Pension Investment Officer (PIO) acts as a representative (voting board member) with fiduciary responsibilities on the California Public Employee's Retirement System and the California State Teacher's Retirement System Boards and, in that capacity, is authorized to act on behalf of the State Treasurer. The PIO reviews all board and committee meeting materials and prepares briefing papers, as well as briefs the Treasurer on pertinent issues; advises the Treasurer on sensitive and complicated issues related to the pension funds operations and policies. The PIO is responsible for preparing post-meeting summaries, researching special pension-related topics, and assisting with correspondence and inquires related to pension fund activities.

The PIO also acts as the lead staff specialist in the constant evaluation and monitoring of the credit quality of the State's investments for the Pooled Money Investment Account (PMIA). The PIO performs evaluations of current and potential corporate bond, commercial paper and certificate of deposit issuers; reviews and analyzes financial statements and credit reports from rating agencies and other credit information services; makes presentations; advises the trading staff on the credit quality of offerings that are shown during the cash trading each morning; and monitors the State's levels of exposure on its investments.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

- * The ability to plan, organize, develop and implement administrative policies and procedures; and perform financial analyses.
- * Possess a broad knowledge of the California Public Employee's Retirement System and the California State Teacher's Retirement System investment policies.
- * Possess knowledge of pension fund management and administration of federal and state legislation and tax rule applications, benefits and services and the costs of those programs, new investment or business opportunities for the fund in the local, state and international markets, and corporate government issues.
- * Possess a general knowledge of all business and management specialties, such as personnel, financial reporting and budgeting, the legislative process, strategic planning, and evaluation and implementation of policies.
- * The ability to work effectively with executive level staff.
- * The ability to operate as an independent fiduciary and possess integrity and insight.
- * The ability to provide technical assistance to a diverse and complex constituency.
- * The ability to develop cooperative working relationships with representatives of all levels of government, the investment community, and the public.
- * The ability to write clearly and effectively; and speak effectively before large and small groups.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **PENSION INVESTMENT OFFICER**, with the **STATE TREASURER'S OFFICE**. Applications will be retained for twelve months.

The results of this examination will be used only to fill this position.

The examination will consist of an application screening process conducted by a departmental evaluation committee of the candidates Statement of Qualifications. The committee will screen applications on the basis of background and good management potential as well as on the desirable qualifications. Those individuals considered most qualified for the position may be interviewed.

FILING INSTRUCTIONS

Applications must be received by 5:00 p.m. on the final filing date. Applications postmarked after the final filing date will not be accepted for any reason. Applications may be filed in person or by mail.

If interviews are held, applicants accepted into the interview are required to bring either a photo identification card or two forms of signed identification.

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

STATE TREASURER'S OFFICE, Personnel Office
915 Capitol Mall, Rm. 538, Sacramento, CA 95814
Linda Goodman | (916) 653-3131 | lgoodman@treasurer.ca.gov

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The STATE TREASURER'S OFFICE reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>